

**SUMMARY OF THE  
ACCREDITATION PROCESS COMMITTEE MEETING  
JANUARY 23, 2002**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, January 23, 2002, at 1:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

**APPROVAL OF MINUTES**

Gleason Wheatley called the meeting to order and took attendance. The minutes from the December 05, 2001, 7i Conference were reviewed and approved as submitted. The minutes from the December 12, 2001, teleconference were reviewed and approved as amended.

**VOLUNTEERS**

Mr. Wheatley reviewed the list of names of those from 7i who indicated interest in serving on this Committee. It was suggested that Silkie Labie contact Raymond Frederici and Ronald McCartney, as Contributors, and Fred Choske as a state official. Consensus was that someone from California would be a good asset to this Committee.

**JOINT MEETING**

Mr. Wheatley had received a response from Dr. Bart Simmons, chair of the Field Activities Committee, indicating that he was planning on participating in the February 13, 2002, joint teleconference. One of the topics for that call will be definitions.

**4.0 REVISIONS**

Discussion ensued regarding Nick Macelletti's proposed language for Section 4.0.b "The primary AA shall determine if separate accreditation is required for mobile laboratories that are located within and analyze samples exclusively from within their jurisdiction." and Section 4.0.c "Secondary AA's shall determine if mobile laboratories that are not individually accredited by a primary AA will need separate accreditation to operate within their jurisdiction." It was agreed that his 4.0.c language would satisfy New Jersey's request to be able to recognize mobile labs that are accredited as part of multiple accreditation. It was suggested to go with Mr. Macelletti's version. It was asked if there is a need to make the distinction between instate and out-of-state, associated with a fixed base or non-fixed base laboratory. It was felt that Mr. Macelletti's version would cover all the possibilities. This will be presented at the next Interim Meeting. The paragraphs would include headings containing numerals, not letters.

**GLOSSARY**

Mr. Wheatley received notice that the Program Policy and Structure Committee is asking for assistance in updating the glossary. Therefore, if there are any inconsistencies between the chapter and the glossary, and any additional definitions that need to be added to the glossary, please send that information to the Program Policy and Structure Committee before NELAC 8.

#### **NEW BUSINESS**

Mr. Wheatley mentioned that due to budgetary constraints, he may not be able to attend NELAC 8.

#### **FUTURE TELECONFERENCES**

The next teleconference will be February 13, 2002, at 1:30 p.m., EST.

#### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
ACCREDITATION PROCESS COMMITTEE MEETING  
JANUARY 23, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Please send any inconsistencies between the chapter and the glossary, and any additional definitions that need to be added to the glossary, to the Program Policy and Structure Committee.	NELAC 8

**PARTICIPANTS  
ACCREDITATION PROCESS COMMITTEE MEETING  
JANUARY 23, 2002**

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